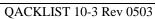


QACKLIST 10-3 Rev 0503

## **QUALITY ASSURANCE AUDIT CHECKLIST**

Auditor:	Date:
Manufacturer:	
Location:	

		T	ı	1
No.	Audit Questions	Ref	YES	NO
1	Does the Organization have a documented Quality Assurance Program?	2.1		
2	Does the Quality Manual clearly define responsibility and authority?	3.1		
3	Is the Quality Manual revised at planned intervals not to exceed 12 months?	4.1		
4	Does the Manual provide for means to control and record how the product is to be identified in compliance with the NOA?	5.1		
5	Does the Quality Manual provide means for the finished product to be traced back to the production and quality control records at the manufacturing facility?	5.2		
6	Does the Quality Manual include a production flowchart or a description of production methods, describing the process by which the product is manufactured?	6.1		
7	Does the Quality Manual contain a product description, specifications, assembly drawings and manufacturing tolerances?	6.2		
8	Does the manufacturer have established procedures to conduct, as a minimum, incoming material, work in progress, and final inspections against the criteria for product acceptance?	6.4 & 8.2		
9	Does the quality manual provide for means to determine the monitoring and measurements to be undertaken, and the monitoring and measuring devises needed to provide evidence of product conformity to predetermined requirements?	11		
10	Does the manufacturer identify adequate measuring and test equipment, where necessary, to ensure valid results and measurement?	11.2		
11	Are records of the result of the calibration maintained?	11.3		
12	Does the manufacturer have means to ensure that corrective actions taken identify and eliminate the cause of nonconformities in order to prevent recurrence?	7.3		
13	Does the manufacturer have established procedures to handle and respond to field complaints involving Miami-Dade County approved products brought by a Building Official or a Product Control Inspector?	7.4		
14	Do purchasing records describe the product to be purchased, including when appropriate any requirements from the product approval, procedures, processes and equipment?	8.1		
15	Does the manufacturer provide means to ensure the conformity of the product and its constituent parts including identification, handling, packaging and protection?	9.1		
16	Does the manufacturer provide means to ensure that nonconforming products are identified and controlled to prevent their unintended use or delivery?	10.1		
17	Does the manufacturer have established a documented procedure for the identification, storage, protection, retrieval, retention time and disposition of records?	12.3		
18	Does the manufacturer have means to readily provide a copy of the entire NOA to the auditor and/or inspector upon request at the manufacturing facility, distribution center, or at the field?	7.5		
19	Does the Advertising of a Miami-Dade County approved products on any media conforms to the NOA page requirements?	12.5		





## **QUALITY ASSURANCE AUDIT CHECKLIST**

Notes:			